



## Constitution of The Steering Group of Dane Valley Woods

### 1. NAME

The Steering Group (referred to as the “TSG” in this document) will be known as the Dane Valley Woods Steering Group but shall have the power to change its name at TSG annual general meeting (“The AGM”).

### 2. MISSION STATEMENT

Dane Valley Woods aims to be a sustainable community-owned natural wild space in the heart of Margate; encouraging positivity, and enabling public participation in creating and managing the woods for biodiversity, wildlife, learning, enjoyment, health and well-being.

### 3. MEMBERS

Ideally TSG shall consist of not less than 4, nor more than 12 individuals who have been appointed to TSG at the AGM except that the first members of TSG are to be appointed after the consultation with the local community and/or others concerned with the setting up of the woodland project.

### 4. AGM

TSG shall hold an AGM between 12 and 15 months from the previous AGM at a place convenient for local residents of the community except in extraordinary circumstances when an online meeting will be held. The AGM agenda shall be displayed in prominent positions close to the woodland, including the public notice board and within the community for not less than 28 days prior to the meeting. The notice shall invite nominations for TSG from any person interested in the woodland at least 7 days before the AGM.

### 5. SPECIAL GENERAL MEETING

At any time in the course of a year, a Special General Meeting (SGM) may be advertised and held in the same manner as an AGM, for the purposes of Winding Up (Clause 13) or Rule Changing (Clause 16)

### 6. RETIREMENT

All members of TSG shall retire annually at the AGM but may stand for re-election. Members may retire during the course of the year with one month’s written notice to the Chair and/or Secretary. This notice period may be waived in exceptional circumstances, as accepted by the majority of TSG.

### 7. VOTING

The members of TSG shall be elected from those nominated at least 7 days before the meeting by a majority of all persons present at the AGM. If there are more nominations than vacancies those with the most votes shall be elected. If there are no nominations, or not enough nominations, the retiring members shall have power to choose further members for the forthcoming year.

### 8. OFFICERS

As soon as possible after the AGM, TSG shall call a meeting of its members at which it shall elect the Chairperson, Secretary and Treasurer for the year. A mutually convenient date shall be chosen so that all members can attend this meeting.

### 9. CO-OPTED MEMBERS

TSG have the power to co-opt additional members at any time during the year for any reason. Any members so co-opted will be entitled to vote at meetings of TSG.

### 10. DELEGATION

TSG shall have power to delegate any of its powers to any person or body for better management of the woodland whether or not such person or body is an elected member of TSG, but such delegation of power shall not extend beyond the next AGM unless ratified by the new members of TSG at the following AGM.

**11. ACCOUNTS**

TSG shall keep proper accounts and records which shall be disclosed at the AGM.

**12. FUNDRAISING**

TSG shall have the power to raise funds in such manner as it thinks fit in order to maintain the woodland or to acquire a legal beneficial interest in the land or any additional land.

**13. WINDING UP**

An AGM or SGM may decide at any time to dissolve TSG. If TSG is wound up or dissolved, and there remains any property after all debts and liabilities have been met, the property must be given or transferred to some other similar institution or institutions. This other institution(s) must have objectives which are the same or similar to those of Dane Valley Woods. The institution(s) will be chosen by the remaining members of TSG before the time when Dane Valley Woods is wound up or dissolved.

**14. QUORUM**

50% of the members of TSG or 3 members (whichever shall be greater), shall constitute a quorum of TSG.

**15. LAND DISPOSAL**

TSG shall manage the land for the benefit of the community as defined in Appendix 1. The area shown shall be managed in accordance with the Land Management Plan, which shall be made publically available.

**16. RULE CHANGING**

TSG shall have power to make new rules and regulations or amend any rules and regulations contained herein for the better operation of TSG or better management of the woodland. Any changes to the rules or regulations are to be made at an AGM or SGM.

**17. CODE OF PRACTICE**

TSG shall at all times abide by the Code of Practice as shown in Appendix 2.

**18. RESTRUCTURING**

If TSG shall at any time become a registered charity and/or an incorporated body or any other type of organisation for which a new form of constitution or memorandum and articles of association or other document replacing this constitution shall be required, TSG shall ensure that in so far as possible the provisions of this constitution are incorporated into such new governing document of the new body or organisation.

**19. ATTENDANCE OF MEMBERS**

Members elected to TSG, either at the AGM under Rule 6, or by co-option under Rule 8, shall be expected to maintain regular attendance at Steering Group meetings and on-site monthly task days. Any member who fails to attend three consecutive Steering Group meetings and/or three consecutive on-site monthly task days shall have been deemed to have resigned from TSG by default; unless mitigating circumstances are commonly known, or if reasons are explained in writing to the Chair or Secretary in advance of the third meeting and/or task day of absence; and that these reasons or mitigating circumstances are accepted by a majority vote of the remaining Steering Group members.

**20. POLITICAL ALIGNMENT**

TSG shall remain non-political, in that it may fully represent the community as a whole. No members shall use their membership for political gain.

Signed and dated by two members of the Dane Valley Woods Steering Group

Name.....

Name.....

Signed.....

Signed.....

Dated.....

Dated.....